University of Colorado Boulder

CU Recreation Center Event Management Form

CU Student Organizations/CU Departments/Non-CU Organizations

PLEASE NOTE: Completion of this application does not constitute/guarantee approval of your event. This application is used to gather information regarding your event to help the University determine if your event meets the academic mission of the University and can be held on campus. You will then be notified by the appropriate scheduling authority that your event has been approved and you are clear to finalize the scheduling process. Only upon final approval will you be issued a confirmation/permit to hold your event.

PLEASE NOTE: A completed and approved copy of this application must be on site with the organizer or designee.

Sponsor Information

Event Coordinator

Individual(s) responsible and accountable for event who will provide oversight for the duration of the event. *(Name of person responsible for scheduling event. Also, if the onsite responsible person for the event is different, please include their name and contact info)*

Name _____ Cell Phone # _____

E-mail _____ (Please use your **colorado.edu** email Address)

Name _____ Cell Phone # _____

E-mail _____ (Please use your **colorado.edu** email Address)

Other Contacts _____

Event Information

(*Final signature approvals for event should be completed **10 Business** days prior to event*)

Event Sponsor or Organization _____ ☐ VIP Event

Date Request Submitted _____ Date(s) of Event _____

Name of Event _____

Requested location _____

Note: See Facility Access web link for details on venue hours and access. https://www.colorado.edu/police/services-faqs/access-facilities

If your event is an outdoor event are you hosting one or more of the following (check all that apply):

☐ Concert ☐ Rally ☐ Information Fair ☐ Cultural Event ☐ Lawn Sign ☐ Temporary Structure

☐ Other _____

(Please note that outside events may be cancelled or re-located due to adverse weather conditions)

Description of Event

Please provide a **detailed** description of event. Include a diagram of the set up you plan to use. Please include any other information that you think is pertinent for your proposal, ie-parking needs, security needs, audio visual needs, and etc. Feel free to attach separate documents as needed in order to give us a comprehensive view of your event.

Number of Participants | Start Time | End Time

Number of Spectators | Setup Time | Take Down Time

Food (Restrictions may apply)

Is food being served? ☐ YES ☐ NO

If Yes Who is the Caterer? ☐ UMC Catering ☐ HDS ☐ Non-CU Licensed Vendor ☐ Other

Will food be sold? ☐ YES ☐ NO If yes, by who?

Events with Alcohol

Service of alcohol requires the approval of the Campus Alcohol Agent, University of Colorado Police Department, and the Campus Office of Risk Management. For more information please contact the Campus Alcohol Agent at Phone 303-492-3269, Fax 303-492-3267, Email campusalcoholagent@Colorado.edu.

Will you be seeking approval for alcohol at your event? ☐ YES ☐ NO

Money and Ticketing

Please check all that apply for your event?

☐ The event is free ☐ There is a fee or admission price to attend the event ☐ Money is being collected (donations or silent auction)

☐ Event is open to the public ☐ Event is private/ invitation only ☐ Products will be sold/distributed

Briefly explain:

Equipment and Setup

These require a site survey with client, Facilities Management, Rental Company and Event Coordinator. Please check all equipment that applies to your event: ☐ Tables and chairs ☐ Tents ☐ Audio/Visual ☐ Staging ☐ Grills ☐ Porta potties

Please note: State law requires that any significant ground penetration (tent stakes, structures, fencing or sign posts) requires the requestor (or their vendor) to schedule utility locates by calling 811 or online at http://www.uncc2.org/web/ prior to undertaking such work. Also, private or vendor vehicles are not allowed to drive or park on any landscaped surfaces.

Disability Accommodations

For questions about accessibility or to request an accommodation to allow attendees to participate fully, please contact Recrequest@colorado.edu, 303-492-9662. Requests can be served more effectively if notice is provided at least 10 business days prior to your event. If you require sign language interpreting or real-time captioning services, please submit a request directly to aslineterpreting@colorado.edu or 303-492-9725

Recycling/Environmental Services

Each group is responsible for cleaning up the area after the event. With more than 100 guests in attendance group is required to arrange for additional trash and recycling containers.

Additional Information When Serving Food

Please review the following Boulder County Public Health link or contact the University's Office of Environmental Health and Safety for food handling safety information: https://www.bouldercounty.org/families/food/food-safety-program/

Please carefully review the following links regarding general campus policies, ADA accommodations, and event with minors before submitting your form for approval as you are responsible to abide by these policies:
https://www.colorado.edu/policies
https://www.colorado.edu/disabilityservices/

Signature of responsible party agreeing to abide by all University regulations

Signature _____ Date _____

STOP

After completing the form above email the form to your **CU Recreation Center Event Planner** for review of your application. If it is completed and if there are no other questions a tentative reservation will be made and you will receive further information.

Recreation Center, (Patty McConnell, email: Patricia.McConnell@colorado.edu, ph. 303-492-8900.

Event Planners Signature		Date	
Event Planner's Comments			

AUTHORIZATON FOR SCHEDULING A NON-ACADEMIC EVENT at THE UNIVERSITY OF COLORADO at BOULDER

After receiving tentative approval of your event from your Recreation Center Events Planner, you may email the form to the authorized event approvers below.

After you have received approval of your event from each of the authorized approvers you will need to return the completed forms to the Recreation Center for final approval of your event.

Insurance and Liability (Risk Management, Chadd Medina, email: urmucbdirs@ad.cu.edu, ph 303-492-6138)

Insurance and Liability Comments			
Signature		Date	

Parking and Transportation Services (Kristina Mauck, email: pts-events@colorado.edu, ph. 303-492-6551

Parking and Transportation Services Comments			
Signature		Date	

Department of Public Safety (Event Safety Unit, email: support@ucpd.zendesk.com, ph. 303-492-5954)

Department of Public Safety Comments			
Signature		Date	

Environment Health and Safety (Tyler VanKanan, email: EHSEvent@colorado.edu, ph. 720-975-7530

EH&S Comments			
Signature		Date	

Facilities Management (Outdoor Services, email: Zac Cameron; FMEvents@colorado.edu, ph. 303-735-7847)

Facilities Management Comments			
Signature		Date	

Facilities Management Recycling and Waste (Meggan Foster, email: meggan.foster@colorado.edu, ph 303-492-5321

Recycling and Waste Comments			
Signature		Date	

Fire and Life-Safety Group/Campus Fire Marshal (Zach Niehues, email: zachary.niehues@colorado.edu, ph. 303-492-4042

FLS Comments			
Signature		Date	

*****For Student Events Only*** Center for Student Involvement**

(Colin Spaulding, email: Colin.Spaulding@colorado.edu, ph 303-492-0627)

CSI Comments

Signature

Date

*****For Greek Life Only*** Center for Student Involvement**

(Stephanie Baldwin, email: stephanie.baldwin@colorado.edu, ph 303-492-6359)

CSI Comments

Signature

Date

Housing and Dining Services for Williams Village (Darren Willett or Sarah Bradford, email: darren.willett@colorado.edu or sarah.bradford@colorado.edu, ph. 303-591-8120 or 303-735-5555)

HDS Comments

Signature

Date

12/27/2016 rec